

**Capital Improvements Advisory Committee**  
**Town Manager's Conference Room**  
**Minutes**  
**January 7, 2009**

Chairman Les Cole called the meeting to order at 6:02 P.M. Members present: were: Les Cole, John Mullin, Louis Robitaille, Robert Turgeon and Peggy Wagner. Staff Liaison present were Tony Martino and Mike Turner. Mayor Andy Adil, Council Liaison Martin Walsh, Town Manager Bonnie Therrien, Library Director Laurel Goodgion and Finance Director Lisa Hancock were also present. No Committee Member was absent.

- A. Welcome By Chairman – Les Cole
- B. Kick off by Mayor Andy Adil – Mayor Adil thanked everyone for the work they did in the past and the endeavor they were about to undertake. This will be a lean budget year. We are looking for a 10% decrease in the overall budget. Last year the Capital Budget received \$1,500,000 the target budget number for this year will be \$1,000,000. Mayor Adil's advised MDC resulting received project bids back at 40% below budget. In the current economy contractors are reducing bids to keep their employees busy. Mayor Adil referenced the "Shovel Ready Projects" letter that went forward to Governor Rell. Mayor Adil advised Martin Walsh will speak on what the priorities for this year will be. Martin Walsh advised we will be looking at projects that will focus on energy efficiencies so we can save on fuel costs. We are looking to spend money as a result of which we will save money, and roof replacements.

**NOTE:** Mayor Adil left at 6:10 PM

- C. Public Comments – None
- NOTE:** Prior to discussing the various categories Mike Turner advised members that there was a letter in their binders that went to Governor Rell regarding the Town's request for funding for "Shovel Ready" Projects under the Obama Stimulus Package. This is for information only. If we get funding under that package any funding you approve for this coming fiscal year for such projects will be reallocated to other projects.

**NOTE:** We went out of agenda and let Library Director Goodgion go over her projects so she didn't have to sit thru the whole meeting.

- D. Discussion of Drainage Category – Mike Turner reviewed the drainage requests:
  - 1. Griswold / Jenson Dam Repair – \$30,000 -  
This is a private dam at 45 Highland Street which was rebuilt using Flood and Drainage grant funding. Town owns the responsibility for perpetual maintenance. Currently there is a small wash around the east abutment which should be repaired. This could best be done by a contractor.
  - 2. Storm Water Phase 2 – \$10,000 – Staff is requesting funding for placement of water quality treatment devices at/before all storm water outfalls as identified in our Storm Water Phase II Plan. This will be an annual expense. This is the fifth year of the program. Bonnie Therrien and Lisa Hancock had discussions as to whether this item should be moved to the operating budget. After much discussion it was determined to leave this in the capital budget.
  - 3. Spring Street Skate Pond Dam - \$200,000 – This dam experienced a severe breach during the summer of 2008, and the flash boards were removed to lower the water and decrease further washing. Plans have been prepared for reconstruction and are being submitted to DEP for permits. Plan is to bid this for summer construction. The pond will remain at lower water surface until repaired.
  - 4. Marmour Court Under Drain - \$25,000 – Water runoff from the Wethersfield Housing Project (#185 to 195 Longvue and 145 Brimfield) behind #70 and #66 Marmour Court is creating a flooding and drainage problem for the neighbors. Plans are to intercept this with a 350 liner foot under drain and connect to existing storm drain in Brimfield road.

5. Goff Brook Water Quality Treatment - \$75,000 – Study for this was done two years ago. Murphy Pond and four other lakes / ponds were studied in the Goff Brook Watershed and a master plan developed for short term water quality and vegetation control and long term dredging. This budget is for Murphy Pond short term. It requires installing a pre-treatment device below to trap sediment before entering the pond. This is a part of the Storm Water Phase mandate.
6. Emerson Williams Pipe Repair – \$40,000 – An existing storm / under drain along the north property line of the school has a section which is collapsed. Due to its depth, town crews cannot repair this and a section needs to be re-laid. This is behind the houses on Western Blvd. and has created wet back yards and made portions of the ball and play fields unusable. This pipe discharges to wetlands of Folly Brook.
7. Dredge – Cloverdale Pond - \$15,000 – This pond is town owned open space and has been severely silted up and the dam is in disrepair. Residents have requested these improvements for several years. The pond in question is on the corner of Cloverdale and Springdale Streets. This fiscal year we requested \$25,000 and were allocated \$15,000 to prepare preliminary design and forms necessary for DEP Permit process. Proposals from our consultants were over budget. The additional funds are to supplement last years funding to accomplish the Scope of Work / Permit Process to be able to start the project. Last year resident George Ruhe who lives adjacent to the pond spoke to Committee Members recommending this project. Mike Turner will contact our on-call engineers to update their quotes for this project.
8. Culvert Clearing Equipment - \$25,000 – We have had numerous requests to clean town owned drainage culverts under town roads. Our Inland Wetlands Commission will permit this work as maintenance if we work from the street and limit our scope to within 15 feet. Our current equipment however does not have the reach to accomplish this work. This request is for rental of equipment to allow town staff to accomplish this work. The culverts we are seeking to clean are located in Lantern Lane, Stockade Circle, Fox Hill, and Goff Road. If time permits we will do others.
9. Bell Pond Dam Repair - \$250,000 – Design plans have been completed and permit applications submitted to DEP for reconstruction of this dam spillway. Design of this work is being paid for from Flood and Drainage bond. Above request is for construction funds. It is part of the stimulus package forwarded the Governor.
10. Misc. Drainage Repairs Various Locations – \$25,000 – This fund is set up to provide for drainage improvements which are not budgeted in the operating budget. Current projects waiting funding are Dale Road; Tollgate; South Pembroke; Crest Street and Williams Street. With the \$50,000 we received last year we did the drainage work at Hartford Avenue. This project was recently bid and completed. Because of the current economy this \$50,000 project came in at \$15,000. We will look to use the additional funds to accomplish other drainage projects on the list.

E. Discussion of Pavement Maintenance Category – Mike Turner gave an overview of the Road Manager Pavement Maintenance Program and how roads are evaluated (parking lots were added to this system). He also explained how the system allocates money to milling; crack sealing; or major reconstruction. The Town needs over \$1,000,000 per year in Pavement Management to keep the roads at the current PCI Index Rating (75-78). There are 105 miles of paved roads in Town. Under the Obama Stimulus Package we have requested \$3,000,000.

1. Preserve America Nott / State Streets - \$487,000 –  
The Old Wethersfield Master Plan, developed using Preserve America funding, recommended 4 intersection improvements in the final report. They included Church/Marsh/Main (\$117,000), Hartford Av /Main(\$38,000), State/Main (\$32,000), and Nott/State/Hartford Ave (\$300,000). The Committee requested the cost of each intersection be broken down finer instead of average.

2. Replace Stop Signs - \$25, 000 – This project calls for replacement of all town stop signs due to old and faded conditions. Effective in January 2008 MUTCD requires their replacement to maintain required retro reflectivity – we currently replace when signs are knocked down. This funding will replace 250 signs, we have 628 stop signs, and therefore this project requires multi year funding. Last years CIP funded \$10,000 to begin this process, this request is a continuation. We have until 2011 to have a plan of action finalized and 2014 to complete the work.
3. Repair Town Parking Lots Various - \$100,000 – This project is the general fund contribution for maintenance of all town parking lots as prioritized by the Road Manager software by milling overlay and crack sealing. Mike Turner advised as a rule of thumb we would like 10% of the amount allocated to roads allocated to parking lots so we can keep them up to the same level. The funding this year would go toward the Volunteer Ambulance facility on Prospect Street.
4. Preserve America Main / Hartford Avenue - \$38,000 –See E1 above.
5. Preserve America Marsh / Church / Main - \$117,000 – See E1 above.

**NOTE:** Louis Robitaille arrived at 6:45 PM

6. Pavement Reconstruction (Middletown Avenue) - \$187, 271 – LOCIP Funds are being accumulated to perform a reconstruction of Middletown Avenue between Spring Street and the Broad Street green. Once sufficient funds are accumulated this project will be put out to bid.
7. New Lot Millwoods Little League - \$18,000 – This project provides design funding for construction of a new 112 space parking lot in Millwoods to support the new lighted little league field and is part of the Millwoods Master Plan.
8. Preserve America Main / State - \$32,000 – See E1 above.
9. Pavement Mill & Overlay / Crack Seal - Mike Turner reviewed the various funds used to pay for Pavement Maintenance (Town Aid, LoCIP, STP Urban and General Fund Allocation). **NOTE:** We need more than \$1,000,000 a year to maintain the current PCI Rating. We used to do 5 miles of roads a year. With the current costs of asphalt we are doing less than 2 miles per year.

- A. Town Aid – Last year we received approximately \$201,856 from the State. There are no strings attached to Town Aid Funds.
- B. LOCIP – LOCIP Funds require specific account reporting so we use these funds to do road reconstruction projects performed by outside contractors. Last year we received \$187,271 from the State. The funds are being saved to reconstruct Middletown Avenue between Spring Street and the broad Street green.
- C. STP Urban – This is federal money we have to compete for with other Towns in the region. There are currently no projects approved by CRCOG.
- D. General Funds – Local Tax Dollar funds. Last Year Council authorized \$667,907 of General Funds for Road Reconstruction.
- E. Stimulus Package – We have requested \$3,000,000 from the Governor from the Obama Stimulus Package to fix various roads around time similar to what we did with the bond money a few years ago.

F. Discussion of Sidewalks Category – Mike Turner reviewed the sidewalk requests.

1. New Sidewalks – Standish Park – \$25,000 – This project calls for installation of new sidewalks on the east side of Garden Street from Hanmer School north to Mickey's Place, and a 25 foot section of asphalt sidewalks within the park proper.
2. New Sidewalks Community Center to Willard Pool with Lights - \$57,000 – This is funding requested under the Obama Stimulus Package to install sidewalks and lights

between the Community Center and Willard Pool. The Willard Parking lot is used for overflow parking for large Community Center Events. This lighted sidewalk will provide a safe walking environment for people walking to the Community Center from the Willard Parking Lot.

3. Morrison Avenue Improvements - \$250,000 – This project was brought forth to this Committee last year. Residents attended our meeting providing their concerns and requested removal of all sidewalks and installation of new walks along the north side only with a proper snow shelf. The residents have begun to express interest in contributing to paying for a portion of the project. The Infrastructure Committee of Town Council is suggesting this project be funded as a complete project (i.e. sidewalks both sides) and move forward when the residents contribution reaches the level they would pay if they repaired/replaced their own walks.
4. Pedestrian Ramp ADA Replacement – \$25,000 - This project calls for the installation of ADA required tactile warning pads to be placed at all sidewalk pedestrian ramps. Funding has been issued for the Silas Deane Highway already. This project will continue annually in this amount until all sidewalk ramps in town are completed. New area proposed for focus is Wells Road and Wethersfield Housing Authority property.

G. Discussion of Community Development – Mike Turner advised this category was prepared by the Town Planner Peter Gillespie. Peter had a conflict with this meeting.

1. Plan of Conservation & Development Update - \$50,000 – This is a State requirement to be completed every 10 years. Last update was done in year 2000. Funding is to hire a consultant to assist town staff.
2. Preserve America / Way Finding Signs (Match) - \$90,000 – This is a local match to fund design and installation of way-finding signs as endorsed by the tourism committee.
3. Redevelopment - Town Planner Peter Gillespie has requested that Committee add \$50,000 under this program. The Redevelopment Agency is in their second year of existence and these funds will be seed money for them to operate. The redevelopment agency is looking at the Fun Zone property as its first project and will need funding for engineering consultants to develop Project Plans and grant applications for potential funding.
4. Silas Deane Highway Façade Match – \$100,000 – This request is to supplement STEAP funding and other town match funds to continue this successful project. To date the EDIC has committed funding available to them; they will shortly run out of funding and would like to keep this program alive.
5. Silas Deane Streetscape - \$660,000 – The streetscape project of the Silas Deane/Church Street intersection is partially complete. The project design is done and a contractor has completed portion of the work. This funding will allow completion of balance of work including additional lighting, landscaping, walks and sidewalks. This funding is requested thru the stimulus package. If this is accomplished as a STEAP Project the Town's share well is \$160,000.
6. Wethersfield Avenue Streetscape - \$1,400,000 – The streetscape project of the Silas Deane from Jordan lane north into Hartford will be a joint project with the city. This funding is requested thru the stimulus package. This project has been on the books for years.

H. Discussion of Town Building Category – Mike Turner explained the projects in this category.

1. Roof Replacement – Millwoods Concession Stand - \$4,000 – Asphalt shingle roof needs replacement. This will be bundled with other small maintenance projects.
2. Volunteer Ambulance Floor – \$30,000 – This will be discussed at the next meeting when the Volunteer Ambulance Chief is present.
3. Roof Routine Maintenance – \$70,000 – The roof consultant identified routine maintenance to be performed on certain roofs to maintain / improve their condition. This

work is above PM work but necessary to extend the roof life. Work is proposed at various locations. Mike Turner was advised to combine the smaller projects into one showing the breakdown costs for each roof within the write up.

4. Roof Restore (Fire House 2; Solomon Welles, Wethersfield High School Roof 1 & Keeney Center - \$25,000 –
5. Roof Replacement – Vol. Ambulance – \$30,000 - This is for replacing the flat roof. The Ambulance Chief will be at the next meeting to explain this request.
6. Roof Replacement – Solomon Wells House \$16,000 – Porch Roof Replacement – Silas Dean Middle School Roof - \$120,000 – The Silas Deane Roof might be accomplished thru a roof grant. We are waiting for word back to see if it can be accomplished under the grant.
7. Roof Replacement – Old Academy - \$28,000 – Asphalt roof to be replaced.
8. Roof Replacement – Moeller Home - \$3,000 – This is to replace the roof on the porch area.
9. Roof Replacement – Millwoods Park – Bath House - \$17,000 – This is an asphalt roof the consultant has recommended be replaced at this time.
10. Standish House Paint Exterior - \$30,000 – This work has been requested by the tenant and the Historic Society. We did the windows 10 years ago. They want to change the color of the building from white to a cream color which will require multiple quotes which cannot be accomplished by our Town painter without tying him up for the summer season. Work to be done by a general contractor.
11. Roof Replacement – Little Red Schoolhouse - \$7,100 – Asphalt roof that will finalize work on this facility.
12. Roof Replacement – Cove Warehouse – \$14,000 – This is a wood shingle roof.
13. Roof Consultant PM – Renewal - \$35,000 – The Town has retained TREMCO to provide preventive maintenance of all town roofs. They inspect all roofs annually and do preventive maintenance as required; they have built an inventory and developed a database for estimating both timing and budgets for future replacements. Roof leaks have essentially stopped due to their efforts. This is a renewal of an annual cost. Committee requested a list of problem roofs and their priority order for repair or replacement.
14. Physical Services Fuel System Canopy – \$35,000 – This project completes the installation of the roof cover over the gas islands at the Town Garage. This project is for safety reasons as well as environmental reasons. The foundation piers were installed at the time the pumps were upgraded therefore this work is all above ground.
15. Old Academy Drainage - \$25,000 – This is a new project. This is for foundation and gutter drains around building which is allowing water to seep into basement. Pipe needs to be tied to town system. The building was built on shale and water currently goes into the neighbor's yards causing their yards to floor.
16. Multi Building Window Replacement Escrow Account – \$50,000 – Looking to set up this account to handle smaller projects or combining projects. There are no funds in this account to date. We are looking to replace windows at various schools, Physical Service and other Town buildings. There is no specific building targeted for these funds at this point.
17. Library RFID Security - \$150,000 – Laurel Goodgion started off thanking members for the Phone System we budgeted for them last year. She advised what they have been able to accomplish with the new phone system. Library Director Goodgion sits on the State RFID Committee. They are looking to have the State put out a RFP in the Spring of 2009. They have one more meeting to finalize specs before putting out the final specs. The \$150,000 request is a rough number. They have no idea what the bids will come in at. Libraries will be able to pick and choose what pieces of the system they wish to purchase. Price of the book tabs has dropped from \$1.00 to \$0.50 each. The

RFID will (1) Protect materials and (2) cut down on staff repetitive tasks saving staff time. The system will be able to check in or out multiple books at once. A module can be purchased to sort the book into appropriate piles or locations. Site visits Laurel has made to Libraries that have this system have found all but one pleased with the system. Laurel handed out a memorandum explaining the system as well as a 3M Brochure with additional data. 3M is one of the two vendors that make the system. There was a third but it was recently bought out by 3M. Buying the system thru a consortium will make all Libraries in the area compatible with each other.

**NOTE:** Laurel Goodgion left at 6:20 PM.

18. Capital Reserve Account – \$100,000 – This line item is to build a reserve account for CIP Projects. The goal is to maintain this fund at \$250,000 minimum. It is used for unanticipated projects or for budget overruns. Current balance is about \$122,500.
19. Volunteer Ambulance – Generator Replacement – \$25,000 – This item will be discussed at the next meeting when the Volunteer Ambulance Chief is here.
20. CCTV – Physical Service (6) - \$10,000 – Town recently installed 4 CCTV cameras for security and wishes to complete by adding cameras surrounding the site. The system purchased can handle up to 10 cameras. With the six cameras being requested will bring the system to capacity. The system can record two weeks worth of data and operates off of motion sensors. There are no cameras inside the buildings. They are for outside use only.

**NOTE:** Robert Turgeon arrived at 7:28 PM.

- I. Old Business – None
- J. Next Scheduled Meeting – Next Scheduled Meeting will be at 6:00 P.M. on January 21, 2009 in Conference Room Two.
- K. Adjournment - Motion by Louis Robitaille seconded by John Mullin to adjourn. **All members voted in favor.**

Meeting adjourned at 7:32 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner  
Town Engineer  
Town Staff Liaison

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